

Hotel Rooms

MEMORANDUM

March 31, 1975

To: L. Sickman
From: R. Martin
Subject: VIP accommodations (Weekend April 18-19-20)
cc: T. Coe
S. Songer
M. Wilson
D. Fletcher

This is to restate the rooms set aside for out-of-town VIP's in connection with the opening.

Crown Center Hotel	25 rooms and suites, including the Presidential Suite.
Alameda Plaza	15 - 20 suites including the Presidential Suite.
Meuhlebach Hotel	15 - 20 rooms and suites.

Sq. Armstrong

Sq. Kirk

I. Basic Services for Out-of town Visitors

A. Those arriving in groups

1. Booked in advance

- a. Schedule visiting period
- b. Make hotel reservations
- c. Transportation to and from Gallery

(Taxi stand or direct phone?)

2. Unscheduled group visitors

a. Hotel accommodations and transportation

(1) Transportation to and from airport inns

b. Visiting period must be same as general public

3. Hotel booking service and exhibition information at airport, bus station, and Amtrack

4. Information desk at Gallery for hotel bookings, air and bus time schedules, restaurants, etc.

5. Parking area for buses

B. Basic tourist information

1. Supplied by Tourist Bureau and Chamber of Commerce

II. Local and regional visitors

A. Control of visitor flow (viewing time in Toronto was 1 to 1½ hr)

B. Estimate of maximum number of visitors allowed in at one time (Toronto 25 out - 25 in)

C. Groups requesting special services (out-of-town people attending conventions, college and school groups, etc.) (no after-hour tours are possible)

III. General services

A. Parking

1. Strict ground rules for parking

2. Emergency parking during time of exhibition; e.g. West side of Oak Street from 46th to Brush Creek, (except 4:00 to 6:00 pm)

3. Other parking facilities other than Gallery lots

- B. Public telephones at Gallery
- C. Food at Gallery:
 - 1. Coffee Lounge
 - 2. Rozzelle Court
- D. Gallery tours for exhibitions other than Chinese Archaeological Finds
 - 1. General Tour
 - 2. Special tours of Oriental collections
- E. Hospitality Committee (Friends of Art and Fellows (for VIP's))

IV. Public Information

- A. Posters and displays in major hotels
- B. General poster distribution, including airport, bus stations

V. Security

A. Internal

- 1. Chief of Security responsible to Director of Operations and Maintenance
- 2. Extra guards
 - a. One in each room of exhibition
 - b. Two guards at entrance and exit, one at each post must be armed. Police officers.
 - c. TV scanners

B. External

- 1. Protection of visitors against muggings, vandalism in parking lots, etc., especially during night openings.
- 2. Traffic and parking control

VI. Fire Protection

- A. Preventative and control equipment
- B. Representative of Fire Department on duty at all times Gallery is open.

VII. Educational and general information services relating to the content and meaning of the exhibition. (See separate pages)

THE CHINESE EXHIBITION

The Exhibition of Archaeological Finds of the People's Republic of China has elicited unparalleled acclaim as the most spectacular art attraction of our times. The appeal of its exhibits has drawn record numbers of visitors to London, Paris, Vienna, Stockholm, Toronto and Washington.

Three hundred and eighty-five choice objects of archaeological and artistic treasure, all excavated in China within the last twenty-five years, mark out the course of Chinese material civilization from an incredible 600,000 years ago through the fourteenth century of our era.

Through the goodwill of the People's Republic of China and with substantial support from the National Endowment for the Humanities, the Nelson Gallery-Atkins Museum, Kansas City, is privileged to present the final showing of the exhibition in the Western world from April 20 through June 8, 1975. It will then return to Peking.

This will be your last opportunity.

HOURS OF OPENING

Tuesday and Friday 10 a.m. - 9 p.m.
Wednesday, Thursday and Saturday 10 a.m. - 5 p.m.
Sunday 2 p.m. - 6 p.m.

Last admission to the Exhibition: One hour before closing time

ADMISSION

Regular fees and policies of admission to the Gallery will remain in effect. No further fee will be charged for entrance to the Exhibition.

REGULAR GALLERY ADMISSION FEES

Adults	\$0.50
Children under twelve	\$0.25

ADVANCE BOOKING FOR GROUPS AND TOURS

To alleviate the problem of lineups, especially for groups of out-of-town visitors, advance purchase of admission tickets to the Gallery may be made by special application. All groups of 25 or more, both local and those from out of town, are urged to purchase tickets in advance and to pre-schedule the date and time of their arrival in order to minimize waiting in line. There will be no surcharge for advance bookings. Tour organizers and group representatives should address enquiries to The Chinese Exhibition Office, Nelson Gallery-Atkins Museum, 4525 Oak, Kansas City, Missouri, 64111, or telephone (816) 561-4000.

Groups of out-of-town visitors enquiring about special hours of admittance should also address their requests to the above office.

SCHOOL TOURS

Special admission arrangements to welcome school groups are available. Interested schools and teachers are asked to contact The Chinese Exhibition Office. Enquiries about preparatory educational material for students should also be directed to the same office.

"ACOUSTIGUIDE" TOURS OF THE EXHIBITION

To avoid the congestion of conducted group tours, individual self-contained audio-electronic tours will be available. A nominal maintenance fee of 25¢ per unit will be charged. Personally guided tours will not be offered.

PHOTOGRAPHY

We regret that no photography is allowed within the exhibition.

CATALOGUES

The Nelson Gallery-Atkins Museum is sharing with the National Gallery of Art an unillustrated catalogue of the exhibition, the text for which has been provided by the Committee for the Organization of Exhibitions of Archaeological Finds of the People's Republic of China. This is currently on sale for \$1.50. Mail orders will be accepted at \$2.00 each, including postage and handling. Beginning April 1, 1975, a lavishly illustrated handlist will be offered for sale at \$3.75, or by mail at \$4.25.

Please make checks payable to: Nelson Gallery Foundation - C.A.E. and address to The Chinese Exhibition Office.

PREPARATORY PROGRAMS FOR GROUPS AND ORGANIZATIONS

The Gallery will be able to assist groups and organizations in arranging programs to prepare their members to view the exhibition. Requests for further information and sources of materials should be addressed to The Chinese Exhibition Office.

INTRODUCTION TO TRADITIONAL CHINA

As a general introduction to traditional Chinese material culture, tours of the Gallery's own well-known Chinese collections will be offered in groups of approximately 20 at 50¢ per person on a limited hourly schedule. Special groups may schedule such tours by prior arrangement.

Tuesday - Friday: Every hour on the hour from 11 a.m. through 1 p.m.

Saturday: Every hour on the half-hour from 11:30 a.m. through 2:30 p.m.

PARKING

The Gallery has limited parking facilities which will accommodate about 200 cars. Additional parking, subject to posted regulations, may be found on neighboring streets.

PUBLIC TRANSPORTATION

The Gallery is located near Kansas City's famed Country Club Plaza and occupies a block of park land bordered on the east and west by Rockhill and Oak Streets, and on the north and south by 45th Street and Brushcreek Boulevard (Highway 50 and 47th Street.)

The "Rockhill" line of the ATA Metro services the Gallery directly. It operates only Monday through Friday in the early morning and late afternoon. Metro #56, marked "Country Club Plaza" operates on Main Street, two blocks west of the Gallery, throughout the day at frequent intervals.

Visitors may at anytime call the Metro Service Bureau at 241-0303 for information about Metro route and schedules.

KCI AIRPORT TRANSPORTATION

Full transportation information and schedules are posted at intervals inside each terminal near a white telephone marked "Ground Transportation".

Hours of Opening for the Archaeological Finds of the People's
Republic of China

MONDAY 10 am. - 5 pm. Exhibition area only, mornings largely
but not exclusively for school tours.
Afternoons largely but not exclusively
for adults.

TUESDAY 10 am. - 9 pm. Entire building and exhibition facility.

FRIDAY Open to the general public and to
pre-scheduled groups. School tours admitted.

WEDNESDAY

THURSDAY 10 am.-5 pm. Entire building and exhibition facility
open for the general public and pre-
scheduled groups. School tours admitted.
No pre-scheduled groups on Saturday.

SATURDAY

SUNDAY 10 am.-2 pm. Groups only by special pre-scheduling.
Out-of-town groups and special visitors
to be given preference. Exhibition only
will be open.

2 pm.-6 pm. Entire building and exhibition facility
open to the general public. No pre-scheduled
groups.

The following is for your immediate information

EXHIBITION OF ARCHAEOLOGICAL FINDS OF THE PEOPLE'S REPUBLIC OF CHINA

Sunday, April 20th through Sunday, June 8th, 1975

Nelson Gallery Atkins Museum
4525 Oak Street
Kansas City, Missouri 64111
Phone (816) 561-4000

Hours for Viewing

10 a.m. - 5 p.m.

Mondays - Groups Only - Chinese Exhibition Only - The rest of the Gallery
will be closed
School groups in the morning (elementary & secondary - 1 adult per
20 students)
Adult groups in the afternoons

Wednesdays - Group Bookings and General Public - Entire Gallery Open
and Thursdays

Saturdays - General Public - No Group Bookings - Entire Gallery Open

10 a.m. - 9 p.m.

Tuesdays - Group Bookings and General Public - Entire Gallery Open
and Fridays

2 p.m. - 6 p.m.

Sundays - General Public - No Group Bookings - Entire Gallery Open

A group must number 25 or more in their party to qualify for advance booking. The maximum number which can be accepted for a single booking is 75 - 100.

There is no charge for viewing the Chinese Exhibition. Only the usual Gallery admittance fee of 50¢ for adults and 25¢ for children under twelve will obtain. Please contact the Chinese Exhibition Office for information regarding group rates for students.

Groups are always welcome to enter as the general public during those times when group bookings cannot be accepted, but in the case of all groups, it will be helpful to purchase tickets in advance. (Checks should be made out to the William Rockhill Nelson Foundation - C.A.T. and received in this office at least one month prior to the planned visit.)